### CHAPLAIN CANDIDATE IDENTIFICATION DATA

Last Name	First Name & Middle Initial	Social Security #

#### CHAPLAIN CANDIDATE TRAINING SUPERVISORS

Year	Printed Title, Rank, and Name of Supervisor	Printed Name of Installation	MAJCOM

DEPARTMENT OF THE AIR FORCE Headquarters Air Reserve Personnel Center Denver CO 80280-5000 **CCPTS** 

March 1997

# AIR FORCE RESERVE Chaplain Candidate Proficiency Training Standard (CCPTS)

- 1. <u>Purpose of (CCPTS).</u> Lists the "Tasks, Knowledge, and Study References" necessary for an Air Force Chaplain Candidate to accomplish training and perform duties. It defines the proficiency levels of candidate training and provides the basis for the candidate's supervisor to plan and conduct individual training programs. It also provides a convenient record of training completed during the two or three year program.
- 2. <u>Recommendations for Changes to CCPTS.</u> Formal reviews are accomplished annually. We encourage both candidates and candidate supervisors to recommend additions, deletions, or other changes.

3. **Forwarding of CCPTS.** The completed supervisor's copy of the CCPTS should be forwarded the below address **NLT 30 days** following the conclusion of each candidate training tour to:

HQ ARPC/HCX	
6760 E. Irvington Pl #5100	
Denver CO 80280-5100	

### **INSTRUCTIONS FOR USE OF CCPTS**

- 1. <u>PRE-TRAINING.</u> Candidates should study the CCPTS to obtain a general idea of the types of training activities in which they will be involved during active duty training (ADT). It is recommended that the training supervisor review the CCPTS with the candidate **within three days of the candidate's arrival.** At that time, the training supervisor should place a **pencil check** beside "Tasks, Knowledge, and Study Reference" areas the candidate is expected to experience during that particular ADT tour. The Chaplain Candidate should transcribe all "checked" items from the supervisor's copy of the CCPTS to his/her personal copy of the CCPTS.
- 2. <u>IN TRAINING.</u> Throughout the ADT tour, the training supervisor and candidate should periodically review the CCPTS in light of the training expectations indicated in the pre-training session.
- 3. **POST-TRAINING.** At the conclusion of the ADT, the training supervisor should again review the CCPTS with each candidate and indicate the proficiency level achieved in each "Task, Knowledge, and Study Reference" area by checking the appropriate level. The candidate should acknowledge the level achieved in the respective areas by initialing the check mark made by the supervisor. Each candidate should transcribe all "checked" and "initialed" entries from the supervisor's copy of the CCPTS to his/her personal copy of the CCPTS.

## PROFICIENCY CODE KEY

Level 1 -- Not Applicable

Level 2 -- No exposure.

Level 3-- Limited exposure with basic knowledge about subject and/or basic ability to perform.

Level 4-- Full exposure with competent knowledge about subject and/or competent ability to perform the task.

Career Title and Number:			Profici	ency Leve	l
	Ye	ear 1		ar 2	Year 3
Tasks, Knowledge, and Study Reference	1 2	3 4	1 2		1 2 3 4
1. Overview the AF Chaplain Service and Chapel Program					
Study References					
AFPD 36-29 Air Force Standard					
AFI 36-2903 Dress and Personal Appearance					
AFI 40-501 AF Physical Fitness Program					
AFI 40-502 AF Weight Management Program					
AFI 36-2115 Assignments within the Reserves					
AFI 36-8001 Reserve Training					
AFI 36-209 Separation procedures of Reservists					
AFMAN 36-2105 Officer Clarification					
AFI 36-2005 Appointment and Commission Grades					
AFPAM 36-2611 Officer Career Development					
AFMAN 36-2108 Airmen Classification					
AFI 36-2008 Voluntary Entry on EAD					
AFPD 52-1 Chaplain Service Policies					
AFI 52-101 Chaplain Service Instructions					
CCF Chapel Continuity File					
a. Learn Air Force organizational structure					
b. Understand the structure and function of the Chaplain					
Service					
c. Understand the relation of the Chapel program to the					
Mission of the installation					
d. Understand the Air Force fitness, appearance and					
conduct standards.					
e. Understand eligibility status for commissioning as a					
chaplain.					
f. Understand the relationship of the Air Force chaplain to					
the Air Force and to individual denominations					
g. Understand the functions and structures of the					
Chaplain Service Support Personnel career field					
h. Understand the Officer Performance Report (OPR)					
evaluation system					
i. Learn role of First Sergeant and relationship to					
chaplain.					
j. Learn role of Commander and relationship to chaplain.					
J					
	Ye	ear 1	Ye	ar 2	Year 3
Tasks, Knowledge, and Study Reference		3 4		3 4	1 2 3 4
2. Religious Services					
Study References					
AFPD 52-1Chaplain Service Policies					

AFI 52-101Chaplain Service Instructions			
AFPD 34-5 Mortuary Affairs			
HCOI's Chapel Operating Instructions			
a. Understand Air Force Policy on Freedom of Religious			
Expression and Accommodation of Religious Practices			
b. Understand how to conduct religious services			
Relationship of major faith group, interfaith and			
denominational services			
2. Duties and responsibilities of individual chaplains			
3. Proper use and preparation of religious service			
bulletins			
4. Planning and participation in religious services			
c. Observe and participate in religious services of various			
types and in various settings			
1. Major faith group worship			
2. Interfaith worship			
3. Denominational worship			
4. Special sacramental rites			
5. Weddings			
6. Memorial and funeral services			
7. Worship in hospital setting			
8. Worship in field setting			
d. Understand use of additional personnel resources			
Auxiliary Chaplains			
2. Non-Chaplain personnel			
3. Civilian clergy			
4. Specialists			
5. Reserve Chaplains			
T			
	Year 1	Year 2	Year 3
Tasks, Knowledge, and Study Reference	1 2 3 4	1 2 3 4	1 2 3 4
3. Religious Education Program	-	-	
Study References			
AFPD 52-1Chaplain Service Policies			
AFI 52-101Chaplain Service Instructions			
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LICOI Chanal Operating Instructions			
HCOIChapel Operating Instructions			
a. Understand the structure of Sunday/Sabbath School			
Programs			
b. Understand the duties and responsibilities of the			
Religious Education (RE) Chaplain and/or Director and			
Coordinator.			
c. Understand budgeting and procurement procedures for			
the RE material used on the installation			
1. Appropriated Funds			
2. Non-Appropriated Funds			
d. Understand the special religious education programs			
used on the installation			
First Communion			
2. Baptism/Confirmation			
3. Church membership			
4. Bar Mitzvah			
5. Pre-marriage			
6. Adult Education			
7. Vacation Bible School			
4. Readiness			
Study References			
AFI 10-402			
WMP Vol. 1			
ARPC Fact Sheets			
a. Understand need for Combat Ministry readiness			
Mobility Processing Line			
2. Mobilization procedures			
3. Types of exercises and inspections			
ORI			
ORE			
QAFA			
b. Understand Chaplain Readiness Team (CRT)			
c. Understand deployment plans			
d. Read Chapel Contingency Support Plan			
e. Participate in mobility exercise			
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	Year 1	Year 2	Year 3
Tasks, Knowledge, and Study Reference	1 2 3 4	1 2 3 4	1 2 3 4
5. Pastoral Care			
Study References			
AFI 10-402 USAF Mobility Planning			
AFPD 36-27 Social Actions Program			
AFI 36-3204 Disposition of Conscientious Objectors			

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AFI 44-120 Drug Abuse Testing Program			
AFI 44-121 Alcoholism Rehab			
AFPAM 36-3110 Marriage in Overseas Commands			
AFPD 52-1 Chaplain Service Policies			
AFI 52-101 Chaplain Service Instructions			
AFI 32-4001 Planning and Operations			
CCF Chapel Continuity File			
HCOI Chapel Operating Instructions			
MCM Manual for Court Martial 1984			
AF Form 1270 Chaplain Visitation Report			
a. Understand the counseling responsibility of the			
chaplain to military personnel and dependents (i.e., marriage			
and family, pre-marital, military problems, dependent youth			
problems)			
b. Understand agencies available for referral on the			
installation and in the surrounding area (i.e., Red Cross, AF			
Aid Society, Staff Judge Advocate, Legal, Security Police,			
Social Actions, Family Support Center, City, County Mental			
Health & First Sergeant)			
c. Understand the techniques used by the chaplain in			
various settings			
Pre and post marriage workshops			
2. Newcomer Briefings			
C			
3. Human Relations, drug and alcohol abuse			
4. Conscientious objectors			
5. Casualty notifications			
6. Disaster Situations			
7. Mobility			
d. Understand and experience the functions of the			
Chaplain Duty Officer			
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	Year 1	Year 2	Year 3
Tasks, Knowledge, and Study Reference	1 2 3 4	1 2 3 4	1 2 3 4
6. Visitation/Ministry of Presence	2 2 3 7	1 2 3 7	1 2 3 T
Study References			
AFI 25-201 Host/Tenant Support Responsibilities			
AFPD 52-1 Chaplain Service Policies			
AFI 52-101 Chaplain Service Instructions			

25 10 5 25 144004			
MCM Manual for Courts Martial 1984			
HCOI Chapel Operating Instructions			
a. Observe/participate in clinical pastoral visitation			
The hospital staff			
2. The patients			
3. The families of the patients			
b. Observe/participate in confinement facility visitation			
c. Observe/participate in recreational areas visitation			
d. Observe/participate in work area, dining hall, terminal			
and alert area visitation			
e. Observe/participate in home/dorm visitation			
f. Understand chaplain visitation responsibilities for			
sites/tenant units			
g. Understand the overall concept of the ministry of			
presence			
h. Flightline visitation			
	Year 1	Year 2	Year 3
Tasks, Knowledge, and Study Reference	1 2 3 4	1 2 3 4	1 2 3 4
	1 2 3 7	1 2 3 7	1 2 3 7
7. Spiritual Renewal Activities and Lay Ministry			
Study References			
AFI 36-3003 Permissive TDY			
AFI 36-8001 Assignments within the Reserve			
AFPD 52-1 Chaplain Service Policies			
AFI 52-101 Chaplain Service Instructions			

Desarra Chanlains of LICAE Data Dasa			
Reserve Chaplains of USAF Data Base CCF Chapel Continuity File			
HCOI Chapel Operating Instructions			
a. Understand and participate in the spiritual renewal			
program  1. Youth activities			
2. Special Bible study and support groups			
3. PWOC, PMOC, CWOC, CMOC, MAST and			
other chapel organizations			
4. Social and recreational activities			
5. Chaplain growth opportunities			
b. Understand opportunities for religious conferences,			
retreats, convocations			
1. For chaplains			
2. For laity			
c. Understand laity involvement in determining, planning,			
developing, and leading spiritual renewal activities, groups			
and sessions			
d. Understand civilian lay leaders as group resources			
e. Understand Reserve resources available for support			
f. Understand and observe the operation of special chapel			
groups			
1. Choirs			
2. Drama/Art			
3. Parish Councils			
g. Singles Ministry			
	Year 1	Year 2	Year 3
Tasks, Knowledge, and Study Reference	1 2 3 4	1 2 3 4	1 2 3 4
8. Stewardship and Humanitarian Projects			
Study References			
AFPD 52-1Chaplain Service Policies			
AFI 52-101Chaplain Service Instructions			
CCF Chapel Continuity File			
a. Understand means available to aide people,			
organizations and groups in need  b. Understand procedures for designated offering and			
D Understand procedures for designated offering and	1	1	1

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donations			
c. Observe/participate in installation humanitarian			
projects/ministries			
9. Social Concern Activities			
Study References			
AFPD 36-27 Social Actions Program			
AFI 44-120 Drug Abuse Testing program			
AFI 44-121 Alcoholism Rehab			
AFPD 52-1 Chaplain Service Policies			
AFI 52-101 Chaplain Service Instructions			
a. Understand major social problems on base and in the			
local community			
b. Understand involvement of the chaplains as a team and			
as individuals with related social concerns and agencies			
The installation social action program			
a. Human relations			
b. Equal opportunity			
c. Drug and alcohol abuse			
2. The installation family support program			
<ul> <li>a. Child and spouse abuse</li> </ul>			
b. Dependent youth			
c. Separated spouses			
d. Financial responsibility			
e. Young marrieds			
c. Understand the responsibility of the chaplain as advisor			
to commanders on morale, ethics, morals and personnel			
welfare			
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	Year 1	Year 2	Year 3
Tasks, Knowledge, and Study Reference	1 2 3 4	1 2 3 4	1 2 3 4
10. Public Relations			
Study References			
AFPD 52-1 Chaplain Service Policies			
AFI 52-101 Chaplain Service Instructions			
CCF Chapel Continuity File			
HCOI Chapel Operating Instructions			
a. Understand media available for promoting the chapel			
program to the base and community			
1. Base newspaper	İ	1	1

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2. Daily bulletin			
3. Radio			
4. Television			
5. Posters			
6. Staff meetings			
7. Commanders' Calls			
8. Personal Contacts			
9. First Sergeants			
b. Understand means available to enhance military and			
civilian ecclesiastical relations			
Clergy Day			
2. Armed Forces Day			
3. Religious services and addresses in the civilian			
community			
Ecumenical and denominational clergy groups			
5. Community programs, projects and activities			
programs, projects and activities			
	Year 1	Year 2	Year 3
Tasks, Knowledge, and Study Reference	1 2 3 4	1 2 3 4	1 2 3 4
11. Chapel Administration			
Study Reference			
AFM 37-126 Preparing Written Communications			
AFM 37-137 The Tongue and Quill			
AFPAM 65-605 Resource Manager's Handbook			
AFI 65-601V1 USAF Budget Manual			
AFI 65-601V1 Policies and Procedures			
AFI 65-601V2 Budget Management Operations			
AFPD 31-4 Information Security			
AFPD 52-1 Chaplain Service Policies			

AFI 52-101 Chaplain Service Instructions	
CCF Chapel Continuity File	
HCOI Chapel Operating Instructions	
a. Understand the responsibilities of installation	
chaplains, chaplain service support personnel, and laity	
Procurement, use and management of religious	
facilities, equipment, and material	
2. Monitoring non-appropriated fund accounting	
records	
3. Budgeting	
<ul> <li>a. Appropriated funds</li> </ul>	
b. Non-appropriated funds	
c. Morale, welfare and recreations funds	
b. Understand chaplain reports and forms	
Chaplain Personnel Roster	
2. AF Form 1270 Chaplain Statistical Report	
3. History report	
4. Chaplain Fund	
5. Chapel Offering Certificate	
6. Purchase Order	
7. Chaplain Annual Budget	
c. Understand the procedures for preparing and	
processing official communications	
d. Understand security requirements and classification of	
various means of communication	
Written material	
2. E-mail transmissions	
3. Voice communication	
4. Computer information	
5. Security clearance	
Chaplain Fund Operations	